



Employment Verification Fact Sheet

HR contracts with The Work Number to provide employees with fast, secure, anytime-anywhere proof of employment of income via the Web or phone. The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information.

How it works

For proof of employment

Give the person needing proof of your employment the following information:

- Your Social Security Number
- City of Houston Employer Code: 13799
- The Work Number contact information for verifiers:
www.theworknumber.com
800-367-5690

For proof of employment plus income

You will need to first set up a salary key.

Setting up a salary key

1. Access The Work Number to create a "Salary Key" that grants one-time access to your income data at www.theworknumber.com or call 800-367-2884.
2. Enter the City of Houston Employer Code: 13799
3. Select "I want to provide proof of employment and income."
4. Enter the following information:
Your Social Security Number
Your PIN: (For first-time users this will be the last four digits of your Social Security Number and the four digits of your birth year, such as 1962. After that you will be prompted to create a unique PIN)
5. Select "Prove Your Employment with a Salary Key."
6. Select "Create a Salary Key" and prepare to write down the six-digit number.

Now you are ready to give the person needing proof of your employment the following information:

- Your Social Security Number
- City of Houston Employer Code: 13799
- Your Salary Key from step 6 above
- The Work Number contact information for verifiers:
www.theworknumber.com
800-367-5690

For more information, visit www.houstontx.gov/hr/salary.html and click on Employment Verification.